



## District of Columbia Courts Internship Openings

<b>Position:</b> Domestic Relations Internship (DCSC.S-04-DRB)	<b>Division:</b> Family Court Domestic Relations Branch
<b>Opening Date:</b> November 3, 2003	<b>Opening(s):</b> 4
<b>Closing Date:</b> January 5, 2004	
<b>Description:</b>  The Domestic Relations Branch manages all cases concerning divorce, legal separation, annulments, custody, visitation, adoption, termination of parental rights, relinquishments and standby guardianship.	
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Assist parties directly during initial intake with the following filings: complaints and/or petitions, motions, oppositions, answers, and service etc.</li><li>• Utilize the court’s computerized system to enter, extract and update information.</li><li>• Prepare the judges’ daily hearing calendar.</li><li>• House case files appropriately.</li><li>• Mail notices to all parties</li><li>• Assist judges, management and staff as needed.</li><li>• Assist Courtroom Clerk with responding to inquiries upon completion of daily docket call.</li><li>• Assist with annotations from docket entries recorded by Courtroom Clerk.</li></ul>	
<b>Qualifications:</b>  The applicant must be enrolled in an undergraduate, graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subject to an FBI criminal background check.	
<b>Application Process:</b>  Applications should include a District of Columbia Courts internship application, a resume, an unofficial transcript, and a list of at least two references. Application for this position must be received by close of business on January 5 <sup>th</sup> , 2004.	
Please send all applications to:  Meghan M. Aberle Intern Volunteer Coordinator 500 Indiana Avenue, NW Washington, D.C. 20001 (202) 879-1218 (telephone) ■ (202) 879-1802 (fax)	